

ORDER OF ASSEMBLY FOR
IN-SERVICE OFFICER APPOINTMENT PACKETS

(APPLIES TO ACTIVE DUTY ARMY ONLY)

NAME/RANK: _____

UNIT TRANSFERRING TO: _____

_____ **NGB FORM 62E** (p1: include branch, current enlisted rank & unit / p2: Civ & Mil Edu / p 3: Active Fed Time/ Nat'l Guard or Reserve Time & obligation stmt / p 4: have soldier sign top endorsement / p5: completed by O-Branch)

_____ **NGB FORM 337** (Soldier needs to complete and sign Sections 1&2; Authorized Official from LAARNG (must out rank Soldier applying for appointment) will need to sign; date needs to be left blank)

_____ **APPOINTMENT BONUS DOCUMENTS** (if applicable-to verify position eligibility)

_____ **SF 2807-1 and SF 2808 or SF 88 & SF 93** (within 5 years)

_____ **DA FORM 4037** (OFFICER RECORD BRIEF)

_____ **DD FORM 214** (WORKING COPY OR MEMBER COPY 4 WITH SPECIAL ADDITIONAL INFORMATION)

_____ **RESERVE OF THE ARMY APPOINTMENT MEMORANDUM AND DA FORM 71** (FOR FORMER RA OFFICERS WHO HAVE ELECTED TO RECEIVE A RESERVE COMMISSION AT THE TIME OF THEIR RESIGNATION)

_____ **OER Information** (will be rated by: _____ Sr. Rater: _____)

POC submitting packet: _____

POC phone number: _____

LANG-J1-PO (Officer Branch) INCLUDES:

_____ **NGB FORM 89** (IF APPLICABLE)

_____ **STATE APPOINTMENT ORDER**

OFFICERS WILL PROVIDE THE FOLLOWING DOCUMENTATION TO DMP-MO WITHIN 12 MONTHS OF APPOINTMENT:

- A. DA FORM 1059 OR COMPLETION CERTIFICATION OF MILITARY EDUCATION
- B. RAISED SEAL COLLEGE TRANSCRIPTS
- C. MILITARY AWARD CITATIONS